

CONDITIONS OF LICENCE

Private Hire (Special Event) Vehicle



General information

The conditions of licence contained herein are made by virtue of section 5(2) of the Plymouth City Council Act 1975. Failure to comply with a condition of licence is an offence by virtue of section 5(8) of the Plymouth City Council Act 1975 as amended by the Plymouth City Council Act 1987, for which an offender may be fined £1,000 upon conviction.

It is important for private hire special event vehicle proprietors to ensure that they are familiar with these standard conditions of licence and any special conditions that may be attached to the licence once granted. The proprietor of a vehicle is considered to have accepted these conditions of licence when being granted a private hire special event vehicle licence, unless a condition(s) is withdrawn or varied by a Magistrates court upon appeal by the proprietor.

The Council may licence a private hire special event vehicle provided that it satisfies the requirements in these vehicle specifications, and the Council compliance testing manual, and has been issued with at least in Individual Vehicle Approval (IVA) certificate, or Single Vehicle Approval (SVA) certificate.

Private hire special event vehicle licences are granted for 1 year or such lesser period as may be determined by the Council; these conditions must be applicable for the duration of the vehicle licence.

Any special conditions of licence must be attached at the time of the grant of the licence by the Council or may be attached to the licence at a subsequent time during the licence period where circumstances require.

Terms

In these licence conditions:

- **'Authorised Officer'** means any Officer of the Council authorised in writing for the purposes of the Plymouth City Council Act 1975/87
- **'The Council'** means Plymouth City Council.
- **'Vehicle'** means a vehicle licensed by Plymouth City Council for the purposes of providing special event private hire services.
- **'Licence Plate'** means the plate or other identification issued by the Council for the purposes of identifying the vehicle as a private hire special event vehicle duly licensed by the Council.
- **'Proprietor'** means the person or persons or body named on the licence as the proprietor of the vehicle and includes a part proprietor, and in relation to a vehicle which is the subject of a hiring agreement or hire purchase agreement means the person in possession of the vehicle under that agreement.
- **'SEV'** means Special Event Vehicle

Licensing section contact information

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Conditions of licence – Private Hire (Special Event) Vehicle

1. General Conditions

- 1.1 The Council will only licence vehicle for special events if it complies with all requirements contained in the Private Hire (Special Events) Vehicle Specifications and Vehicle Compliance Testing Manual.
- 1.2 No person under the age of 18 years shall be granted or entitled to hold a Private Hire (Special Event) Vehicle licence issued by the Council.
- 1.3 No animals other than those owned by fare paying passengers shall be carried in any licensed vehicle whilst the vehicle is hired for the purposes of carrying pre-booked passengers.
- 1.4 A vehicle issued with a Private Hire (Special Event) licence shall only be used for special occasions and executive business contracts. A vehicle licensed within this category shall not be used for normal private hire use.

2. Display of Licence Plate and Vehicle Identification

- 2.1 The proprietor, or where appropriate the driver, must ensure that the licence plates, door signs or such other signs issued by the Council are displayed, at all times in the locations specified in the Private Hire Vehicle Specification and Vehicle Compliance Testing Manual. This condition may be varied in writing by the Council in exceptional circumstances.
- 2.2 A Private Hire (Special Event) vehicle may be exempted from displaying the licence plate and door stickers where application has been made in writing and approved by the Council. Providing the internal vehicle identification badge is displayed in the prescribed location in the front windscreen.
- 2.3 The licence plate and other methods identifying the vehicle as a licensed Private Hire (Special Event) Vehicle referred to in these conditions shall remain the property of the Council, at all times and must be surrendered upon expiry, or on demand to an authorised Officer of the Council or Police Officer where the vehicle is deemed as not fit for purpose.

3. Motor Vehicle Insurance

- 3.1 The vehicle must at all times be insured for the purposes of pre-booked private hire. The insurance certificate/cover note must specify the insurance cover for Private Hire/Hire and Reward.
- 3.2 A Public Liability Insurance certificate/cover note must also be submitted with the application/renewal which clearly indicates insurance cover for a minimum of £5 million.
- 3.3 There must be a continuity of insurance cover as required by law and the vehicle proprietor and/or driver must be able to evidence such continuity of cover if required by the Council.
- 3.4 The certificate of insurance or cover note or copy of the same must be carried in the vehicle at all times to demonstrate insurance cover to any authorised officer or any other person having a legitimate reason to inspect it.

4. Convictions, Cautions and Fixed Penalty Notices

- 4.1 The proprietor of any Private Hire (Special Event) vehicle must report to the Council in writing, details of any conviction or caution by the Police in respect of any offence and any fixed penalty notice (motoring or otherwise) imposed on him during the period of the vehicle licence.

5. Compliance testing intervals

- 5.1 A vehicle must undergo compliance testing, to an approved specification, at a Council appointed Testing Station every 6 months.

- 5.2 No vehicle is permitted to be used for the purposes of private hire without having a valid MOT and compliance documentation.

6. Number of Passengers

- 6.1 The proprietor or driver of a vehicle must not convey or permit to be conveyed in the vehicle a greater number of persons (regardless of the age or size of the passengers) than the number of persons prescribed on the licence for the vehicle.

7. Tyres and Wheels

- 7.1 All tyres and wheels must meet the legal requirements as to suitability for use on the vehicle.
- 7.2 Tyres must have the minimum tread depth as required by law.7.3 Tyres must be kept in good condition and inflated to the correct tyre pressures.
- 7.4 Space saver spare tyres or tyre repair puncture systems cannot be used for the conveyance of passengers under the terms of the vehicle licence.

8. Maintenance of Vehicle

- 8.1 The vehicle and all its equipment, fixtures and fittings must, when the vehicle is available for hire, or when hired be kept in good working order, safe, tidy and in a clean condition.
- 8.2 A complete set of spare bulbs must be carried in the vehicle to allow for effective replacement. One bulb must be required for each of the following types of vehicle lamp; headlamp, brake light, rear position lamp and directional indicator lamp.

9. Alteration of Vehicle

- 9.1 No alteration to the specification, design, condition or appearance of the vehicle will be permitted without the approval of the Council.

10. CCTV and Radio Equipment

- 10.1 A proprietor is permitted to fit CCTV recording equipment providing that it complies with the Council's CCTV Guidance at the time of installation.
- 10.2 The vehicle must display an approved notice that informs passengers that CCTV recording equipment is installed in the vehicle.

11. Advertising

- 11.1 A Private Hire (Special Event) vehicle is not permitted to carry any form of advertisement apart from the private hire operator's company name in locations as specified in the Signage and Advertising guidelines as they relate to Private Hire (Special Event) vehicles..

12. Vehicle and Driver Inspection

- 12.1 An Officer authorised by the Council, Police Officer or Appointed Testing Station may detain any licensed vehicle for the purposes of inspection to ensure its fitness for use as a Private Hire (Special Event) vehicle, and/or examine the documentation of the driver of the vehicle. An inspection may include the operational condition of any fixtures, fittings or any other equipment installed in the vehicle.
- 12.2 The driver of the vehicle must remain with the vehicle during inspection and not proceed until the Authorised officer has given approval.

13. Provision of alcohol

- 13.1 The sale or provision of alcohol must be in accordance with the provision of the Licensing Act 2003.

13.2 Any drinks glasses used with the vehicle must be non-breakable or toughened (polycarbonate or shatterproof)

14. Proprietor records

14.1 If the holder of a Private Hire (Special Event) vehicle licence hires to a private hire driver or operates this vehicle as part of a fleet of vehicles for hire, to a number of private hire drivers, he shall;

- (a) Supply the name and address of the private hire driver using the vehicle, to the Council within 7 days of the commencement of any hiring agreement;
- (b) Inform the Council of any alteration to the information required in condition 14.1(a) within 7 days of such a change;
- (c) Maintain a record of the periods for which this vehicle was hired to a particular driver;
- (d) Produce on demand to any Authorised Officer such records relating to the use of the vehicle as may from time to time be required.
- (e) Obtain and hold for the period of engagement, employment or hiring a copy of the driver's private hire driver licence.

15. Transfer of vehicle licence

15.1 The proprietor of this vehicle must notify the Council in writing of any transfer in ownership of the licensed vehicle as required by law.

15.2 The person to whom this licence has been transferred must transfer the licence to their name with the Council upon payment of the relevant fee within 14 days of them acquiring ownership of the vehicle.

15.3 This vehicle licence is not transferable to another vehicle.

These conditions of licence are made by virtue of Section 5(2) of the Plymouth City Council Act 1975.

These conditions of licence apply to all Private Hire (Special Event) vehicles licensed on or after the effective date of 01 May 2022 and supersede all previous conditions of licence.